



DEPT. OF COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
301 W. CHESTNUT  
PHONE: (479) 621-1186  
FAX: (479) 986-6896

## **UNDERSTANDING THE VARIANCE PROCESS**

### **Sec. 14-724 of Rogers Code of Ordinances**

#### **Application steps:**

1. Discuss variance with Planning staff to verify nature of request.
2. Complete application and provide the following supplements:
  - One-hundred dollar (\$100) filing fee made payable to the City of Rogers.
  - Unabbreviated legal description. Platted lot/block description is sufficient.
  - Reduction survey, site plan, sign proofs, pictures, or any other items necessary to explain request. Setback reduction requests must include the reduction distance in terms of linear feet.
3. Once application and required supplements are submitted, Planning staff will assign the variance request to a public hearing date based on the Board of Adjustment deadline and meeting schedule.

#### **Public hearing details:**

- Public hearings for variance requests are held during regularly scheduled Board of Adjustment meetings which take place on the second and fourth Thursday of each month. The Board meets at 4:00 pm in the Community Room at City Hall.
- A legal notice of public hearing is advertised in the newspaper, and a public hearing notice sign is placed on the subject property 10 days prior to the Board of Adjustment meeting.
- The applicant or representative must be in attendance to represent the request and answer questions from the Board. If the applicant or representative fails to appear on the scheduled meeting date, the item can be tabled only once. If the applicant fails to appear on the second meeting date, the request will be automatically denied.
- The Board may approve a variance request with conditions or limits.

#### **If your sign variance is approved:**

- Sign variances require that a sign permit be obtained within six (6) months of approval.

#### **If your setback reduction is approved:**

- Setback reduction variances require provision of an official reduction survey that complies with the city's REDUCTION SURVEY STANDARDS.
- Planning staff will review and confirm that the reduction survey complies with survey standards and the approved variance. Survey revisions may be necessary.
- Once reviewed, surveys may be submitted for signatures on paper not exceeding 18" x 24". If a survey requires City and utility signatures, utility signatures must be gathered first.
- Surveys must be recorded with the Benton County Circuit Clerk, and a pdf must be filed with the Department of Community Development before considered final.



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OFFICE USE ONLY

Permit Fee: \_\_\_\_\_ (\$100)

Zoning: \_\_\_\_\_

App Number: \_\_\_\_\_

CityView Application: \_\_\_\_\_

Date: \_\_\_\_\_

## VARIANCE APPLICATION

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUITE #: \_\_\_\_\_

GENERAL LOCATION OF PROPERTY: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

REQUEST to ALLOW: \_\_\_\_\_

HARDSHIP JUSTIFICATION to VARY FROM CODE: \_\_\_\_\_

Applicant Signature

Date

**Attachment Checklist:**

- ☐ Legal description of property
- ☐ Survey or sign proofs as needed

PLANNING STAFF PROVIDES:

DATE FILED: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

BOARD OF ADJUSTMENT DECISION: \_\_\_\_\_

SECRETARY, BOARD OF ADJUSTMENT

DATE



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## REDUCTION SURVEY STANDARDS

### Surveys must feature the following:

- Information required per Arkansas Standards of Practice No. 1.
- Graphic depiction (with bearings and distances) of the area to be reduced.
- Textual depiction of the linear distance to be reduced.
- If a reduction only involves specific encroachments, the reduction area must include the specific encroachments.

### Required signatures:

<i>Setback and easement reduction:</i>	<i>Setback reduction only:</i>	<i>*Easement reduction only:</i>
Property owner (with notarization) Secretary, Board of Adjustment Community Development Director Mayor City Clerk RWU Electric provider Gas provider CATV provider Phone/Internet provider	Property owner (with notarization) Secretary, Board of Adjustment Community Development Director	Property owner (with notarization) Community Development Director Mayor City Clerk RWU Electric provider Gas provider CATV provider Phone/Internet provider

\*Easement reductions do not require a variance, but shall be submitted for review by Community Development and RWU, and require approval from all appropriate utilities. Submittals for easement reductions shall follow the standards and details stated above.

### Utility Contact Information:

Provider	Contact	Phone #	Email
Rogers Water Utilities	Stephen Ponder	(479) 621-1156	stephenponder@rwu.org
Carroll Electric	Derek Thurman	(479) 273-2421 *2690	dthurman@carrollecc.com
AEP SWEPCO	Mark Beasley	(479) 986-1004 / (479) 721-8573	mkbeasley@aep.com
Black Hills Energy	Brandon Stubbs	(479) 333-7020 / (479) 225-3726	brandon.stubbs@blackhillscorp.com
CATV (Cox)	Jason Combs	(479) 263-7057	jason.combs@cox.com
Phone (AT&T)	Anthony Williams	(479) 442-3173	aw9156@att.com